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## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

### ***“Honoring California’s Veterans”***

The benefit of working for Veterans Affairs is knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

The stunning, new state-of-the-art facility is located in beautiful West Los Angeles. We are in need of compassionate and talented staff to care for 396 Veterans in two levels of care: skilled nursing with Memory Care and Assisted Living.

### **ACCOUNTING OFFICER (SUPERVISOR)**

**Permanent, Full-Time**

**\$3841 - \$4670**

**Location: Veterans Home of California, West Los Angeles  
11500 Nimitz Ave., Los Angeles, CA 90049**

**Final File Date: Until Filled**

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under general supervision of the Assistant Hospital Administer:

Prepare yearly budget and maintain accounting records for the Moral, Welfare and Recreation Fund. Prepare and distribute monthly reports for the Morale, Welfare & Recreation Fund, Donations Fund, Enterprise Fund and Resident’s Trust Fund.

Perform bank reconciliation for the Veterans Home fund accounts. Ensure any discrepancies on bank statement are corrected in a timely manner by contacting the bank. Verify accuracy of the daily

deposits of receipts in the bank. Maintain trust investment account balances to maximize interest earning on investments.

Representing VH-GLAVC, the Accounting Officer Supervisor is liaison with VH-Chula Vista, VH-Barstow, VH-Yountville, and Headquarters accounting office. Is responsible for writing, updating, enforcing any policies affecting the operation of the Accounting Office. Will ensure proper desk procedures are being utilized and update as necessary and staff receive training on new procedures. Will work with various auditors to provide requested information.

Provide technical guidance and analytical support to the Accounting staff in the maintenance of reporting of accounting and fiscal activities maintained at the Home. Provide back up support to the accounting staff when necessary.

Responsible for the preparation of the Homes Financial Information, which includes the preparation of the Homes Fiscal Year-End Financial Statements.

Direct the distribution of payroll checks at the Home. In certain cases and upon approval of the Headquarters VHC- Accounting Office may issue revolving fund checks at the Home in accordance with the State Administration Manual (SAM) and departmental policy. Perform special duties, investigation and special assignments as directed by Assistant Hospital Administrator.

Perform other related duties as required.

**How to Apply:**

Visit the State Personnel Board (SPB) website at: <http://www.jobs.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of California, West Los Angeles – 11500 Nimitz Ave., Los Angeles, CA 90049, Attn: Human Resources.** All applications must be postmarked on or before the final filing date.

**Note: In the Explanation section of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement. Failure to do so could result in being rejected from the interview process. You must also reference 576-130-4563-001 on your application and submit a copy of your certificate and/or license, if applicable.**

**Questions:**

If you have any questions, to request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (855) 681-9872. California Relay Service: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVESCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. BULLETIN RELEASED 04/26/13; RE-RELEASED UNTIL FILLED 5/29/13